

Disposal of Surplus or Obsolete Materials or Equipment

From Site: MOT Yard
(Current Location)

To Site: N/A
(New Location)

Quantity	Item	Model/Serial Number	MVWSD Tag Number	Condition
1	Brown Rolling Cart		001592	3
1	Brown Rolling Cart		006759	3
1	Blue Rolling Cart		006789	3
1	Blue Rolling Cart		006783	3
1	Blue Rolling Cart		0010317	3
1	Blue Rolling Cart		0010203	3
1	Blue Rolling Cart		006958	3
1	Blue Rolling Cart		006788	3
1	Blue Rolling Cart		006785	3
1	Blue Rolling Cart		006795	3
1	Blue Rolling Cart		006767	3
1	Blue Rolling Cart		0010398	3
1	Blue Rolling Cart		006787	3
1	Blue Rolling Cart		006861	3
1	Blue Rolling Cart		006797	3
1	Blue Rolling Cart		0019074	3
1	Blue Rolling Cart		0010399	3
1	Teacher Desk		004873	3

 2-26-19
Requesting Administrator Signature & Date

Condition Code
1 - Excellent
2 - Fair
3 - Poor

Approval of Disposal

Authorized Signer Signature & Date

Superintendent/Designee Signature & Date

Board Approval Date

*******For Office Use Only*******

Post Board of Trustees action, Business Office forward completed form to:

_____ Fiscal Services for Asset Mgmt. Once verified asset tags, return to Business Office.
(Asset Mgmt initial)

Department notified disposal approved and recorded.
 _____ Technology/equipment - Technology
 _____ Furniture - MOT
 _____ Other

Signature & Date

Office use only: RECEIVED at DO
FEB 26 2019

BUSINESS SERVICE